

Financial Management

OFFICIAL REPRESENTATION FUNDS—GUIDANCE AND PROCEDURES

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Pages: 11

Distribution: F

AFI 65-603, 30 Jan 2002, is supplemented as follows:

This supplement provides Air National Guard (ANG) specific guidance for processing requests for official representation funds and quarterly reporting requirements. It prescribes procedures and responsibilities governing the use of appropriated funds for official entertainment expenses of units receiving appropriated funding through the ANG. It applies to comptroller, executive support, and staff judge advocate communities and project officer personnel. This supplement applies to all ANG units using official representation funds. Send ANG wing supplements and local directives to ANG/FMA for approval by SAF/AA through 11WG/FM Wing before publication. Send comments and suggested improvements to ANG/FMA.

1.2. (Added) (ANG) NOTE: When circumstances cause more than a 5 percent deviation to the ratios prescribed in paragraphs 1.2.1. and 1.2.2. of the basic AFI, advance approval from the Office of Secretary of the Air Force is required. Submit deviation request to ANG/FMAE with an explanation of the reasons for exceeding the ratios.

2. (Added) (ANG) 1st bullet. Report functions as *Community Relations*—breakfast, luncheon, dinner, reception, or amenities as applicable. Individuals entertained in this category include locally elected or selected officials (i.e., mayor, vice mayor, city manager, chairman military affairs committee, president chamber of commerce, judges, etc.) and business and professional individuals (i.e., lawyers, doctors, clergy, and media). **NOTE:** ORF funds cannot be used to fund media events. See example of reporting format for community relations at Attachment 1, Table A1.1.

2. (Added) (ANG) 2nd bullet. Report functions as *International Relations*—breakfast, luncheon, dinner, reception, meals (meals served to the official party that did not attend official functions), billeting, or amenities, as applicable. See example of reporting format for international relations at Attachment 1, Tables A1.2., A1.3., and A1.4.

2. (Added) (ANG) 3rd bullet. Report functions as *Public Relations*—breakfast, luncheon, dinner, reception, or amenities, as applicable. Individuals entertained in this category are outlined in paragraph 3.2. See example of reporting format for public relations at Attachment 1, Table A1.5.

2. (Added) (ANG) 4th bullet. Report functions as *DoD Protocol*—breakfast, luncheon, dinner, or reception, as applicable. Individuals entertained in this category are outlined in paragraph 3.3. See example of reporting format for DoD Protocol functions at Attachment 1, Table A1.6.

2. (Added) (ANG) 5th bullet. Report items not assignable to a specific guest of honor or function in this category as *Other Expenditures*. If, at the time of request for funds, mementos or other items are intended for a certain function, report them under one of the preceding categories of entertainment. See example of reporting format for Other Expenditures at Attachment 1, Table A1.7.

5.2.12. (Added) (ANG) Expenses for golf fees and socials associated with golf tournaments are not allowed.

8. ANG units must obtain ANG/FMAE approval prior to the expenditure of ORFs.

8.2.1. (Added) (ANG) ANG Unit – Request for ORF Funds.

8.2.1.1. (Added) (ANG) The ANG unit will determine the local routing/approval requirements. The request will be forwarded from the wing commander to ANG/FMAE for approval prior to obligating funds.

8.2.1.2. (Added) (ANG) Prepare a separate request for each type of function listed in paragraph 2., including a separate request to purchase items for inventory or services in support of future unidentified functions. List the guest of honor (the primary guest, if involves a group or committee) as well as the group or committee being hosted.

8.2.1.3. (Added) (ANG) Provide the comptroller the number and list of guests attending the social function, number of DoD personnel, and total attendees paid by ORF.

8.2.1.4. (Added) (ANG) Certify receipt of goods or services and forward bills and statements through the financial services office as soon as possible. Certification must be by the commander or designee.

8.2.2. (Added) (ANG) Comptroller—Validation and Funds Certification. The comptroller or designee will make the preliminary determination of validity of the function and ensures that the request identifies guest of honor. The comptroller will forward the request through the wing command section for forwarding to ANG/FMAE for approval. This must take place prior to obligation of ORFs.

9.1.1. (Added) (ANG) The wing commander will appoint an official representation funds custodian, in writing, outside the comptroller function to administer the funds.

9.1.2. (Added) (ANG) Establish storage requirements locally with particular emphasis on safeguarding inventory.

9.1.3. (Added) (ANG) Upon receipt of merchandise, the funds custodian will inspect inventory of the shipment for accuracy, certify receipt of merchandise by signing the appropriate section of the purchase order, and forward the receiving report and invoice, if received, through the financial services office.

9.1.4. (Added) (ANG) Keep detailed records to account for inventory. Record a description of the item, source of purchase, number of units purchased, unit price, date received, and the purchase order number.

9.1.5. (Added) (ANG) Physically store inventory in a secure place.

9.1.6. (Added) (ANG) Requests for withdrawals from stock must be in writing. Only the wing commander or designee will authorize withdrawals.

9.1.7. (Added) (ANG) When issuing inventory from stock, record an entry in the control log identifying the recipient and occasion for issuance.

9.2.1. (Added) (ANG) Inventory team (1-2 people) will consist of disinterested personnel, outside the comptroller organization, selected by the wing commander.

9.2.2. (Added) (ANG) Inventory team will perform physical inventory of stock and compare with control logs. Inventory will be completed by 31 October, annually.

9.2.3. (Added) (ANG) Inventory team will prepare a written report of results to the wing commander.

9.3. (Added) (ANG) Disposal of Inventory.

9.3.1.1. (Added) (ANG) Items from one unit's ORF gift/memento account may be transferred to another authorized ORF unit's gift/memento account.

9.3.1.2. (Added) (ANG) Excess items may be disposed by your local Defense Reutilization and Marketing Office (DRMO).

10.3. (Added) (ANG) Wing commanders are responsible for:

10.3.1. (Added) (ANG) Establishing procedures to ensure:

10.3.1.1. (Added) (ANG) Availability of funds prior to making or authorizing commitments

10.3.1.2. (Added) (ANG) Preparation and submission of the report of the contingency expenditures.

12.2.4. ANG units will submit electronic and hardcopy quarterly reports for each fiscal year that all funds are not completely disbursed to ANG/FMAE. Reports are due by the 15th workday following the end of the reporting period. Negative reports are required.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

OFFICIAL

DEBRA N. LARRABEE, Colonel, USAF
Chief, Support Services

Attachments

1. Authorized Categories of Entertainment
-- Examples (Added) (ANG)
2. Report of Contingency Expenditures –
Examples (Added) (ANG)

Attachment 1
Authorized Categories of Entertainment - Examples

Table A1.1. Community Relations

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
Community Relations						
1/14/01	Function: Reception	3	10	\$98.00	\$51.00	\$149.00
	Host: 108 ARW, McQuire AFB NJ					
	Guest of Honor: Mayor, Wrightstown NJ					
	Date: 1/01/01		# Units	U/Cost	O/Cost	T/Cost
	Column F (Other): Framed Print		1	\$28.00	0	\$28.00
	Pen		1	\$23.00	0	\$23.00

Table A1.2. International Relations

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
International Relations						
2/18/01	Function: Dinner	2	6	\$144.00	\$48.00	\$192.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01		# Units	U/Cost	O/Cost	T/Cost
	Column F (Other): Pewter Bowl		1	\$35.00	0	\$35.00
	Engraved Brass Plate		1	\$13.00	0	\$13.00

Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
International Relations						
2/18/01	International Relations Billeting			\$36.00		\$36.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01 to 2/11/01					

Table A1.4. International Relations Meals

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event, and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
International Relations						
2/18/01	International Relations Meals			\$60.00		\$60.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01 to 2/11/01					
	The following additional meals were served to guests who did not attend official functions during the visit:					
	<u>Type of Meal</u>		<u># Units</u>	<u>U/Cost</u>		<u>T/Cost</u>
	Breakfast		0	\$0.00		\$0.00
	Lunch		0	\$0.00		\$0.00
	Dinner		4	\$15.00		\$ 60.00
	Total		4	\$15.00		\$ 60.00

Table A1.5. Public Relations

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
Public Relations						
3/1/01	Function: Luncheon	1	2	\$20.00	\$0.00	\$20.00
	Host: 184 BW, McConnell AFB KS					
	Guest of Honor: US Congressman, 7th District, Wichita, KS					
	Date: 02/28/01					

Table A1.6. DoD Protocol

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event, and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
DOD Protocol						
3/15/01	Function: Breakfast	3	10	\$98.00		\$98.00
	Host: 174FW, Syracuse, NY					
	Guest of Honor: Secretary of Defense, Washington, DC					
	Date: 03/01/01					

Table A1.7. Other Expenditures

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event, and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
3/4/01	Description of Other Expenditures					\$225.00
	Host: 150FW Kirtland AFB NM					
	Date of Purchase: 02/10/01					
	Purchase of Mementos for Stock to be Used at Official Functions					
		<u># Units</u>	<u>Unit Cost</u>			<u>Total Cost</u>
	Columns F (Other): 150FW Wing Coin	25	\$5.00			\$125.00
	Framed Print	5	\$15.00			\$75.00
	Brass Plate	5	\$5.00			\$25.00

Attachment 2
Report of Contingency Expenditures - Example

	To:	Reporting Period			RCS
Report of Contingency Expenditures		From 01 Jan 01	To 31 Mar 01	FY 01	SAF-FM(Q)7113

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
Community Relations						
1/14/01	Function: Reception	3	10	\$98.00	\$51.00	\$149.00
	Host: 108 ARW, McQuire AFB NJ					
	Guest of Honor: Mayor, Wrightstown NJ					
	Date: 1/01/01		<u># Units</u>	<u>U/Cost</u>	<u>O/Cost</u>	<u>T/Cost</u>
	Column F (Other): Framed Print		1	\$28.00	0	\$28.00
	Pen		1	\$23.00	0	\$23.00
International Relations						
2/18/01	Function: Dinner	2	6	\$144.00	\$48.00	\$192.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01		<u># Units</u>	<u>U/Cost</u>	<u>O/Cost</u>	<u>T/Cost</u>
	Column F (Other): Pewter Bowl		1	\$35.00	0	\$35.00
	Engraved Brass Plate		1	\$13.00	0	\$13.00

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
International Relations						
2/18/01	International Relations Billeting			\$36.00		\$36.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01 to 2/11/01					
	The following billeting was provided guests during their 2/10/01-2/11/01 visit:					
	<u>Number of Quarters Provided</u>		<u>Daily Rate</u>		<u>Total Cost</u>	
	3 Rooms		\$12.00		\$36.00	
International Relations						
2/18/01	International Relations Meals			\$60.00		\$60.00
	Host: 116 BW, Robins AFB GA					
	Guest of Honor: Maj Gen Slolsky, Royal Singapore Air Force					
	Date: 2/10/01 to 2/11/01					
	The following additional meals were served to guests who did not attend					
	Official Functions During the Visit:					
	<u>Type of Meal</u>		<u># Units</u>	<u>U/Cost</u>		<u>T/Cost</u>
	Breakfast		0	\$0.00		\$0.00
	Lunch		0	\$0.00		\$0.00
	Dinner		4	\$15.00		\$ 60.00
	Total		4	\$15.00		\$ 60.00

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
Public Relations						
3/1/01	Function: Luncheon	1	2	\$20.00	\$0.00	\$20.00
	Host: 184 BW, McConnell AFB KS					
	Guest of Honor: US Congressman, 7th District, Wichita, KS					
	Date: 02/28/01					
DoD Protocol						
3/15/01	Function: Breakfast					
	Host: 174FW, Syracuse, NY					
	Guest of Honor: Secretary of Defense, Washington, DC					
	Date: 03/01/01					
3/4/01	Description of Other Expenditures					\$225.00
	Host: 150FW Kirtland AFB NM					
	Date of Purchase: 02/10/01					
	Purchase of Mementos for Stock to be Used at Official Functions					
		# Units	Unit Cost			Total Cost
	Columns F (Other): 150FW ANG Wing Coin	25	\$5.00			\$125.00
	Framed Print	5	\$15.00			\$75.00
	Brass Plate	5	\$5.00			\$25.00
	Name: MSgt John Doe	Office Symbol: 1FW/FMF		DSN: 427-0001		
	1. Total AEP this reporting period: \$213.00			2. Total AEP to date: \$2,451.13		
	3. Total AEU and UOO: \$2,750.00			4. Total Obligations: \$5,201.13		

		No. Persons		Official Representation Funds Expended:		
Date of Payment	Function, Guests of Honor, Type, Date of Event and Host of Event	DOD	Total	Food, Bev, etc	Other	Total Cost
	Date: 31 Mar 01 Unit: 1FW		Signature:			